PA State System of Higher Education
Board of Governors

Policy 2009-02-A: *Acceptable Use of Technology*

See Also: **Adopted**: October 8, 2009
                                                                                        Amended: February 6, 2025

A.   Purpose

To require acceptable use of technology policies for all persons or entities who have access to the technological resources of the Pennsylvania State System of Higher Education (PASSHE). Nothing herein is intended to contradict or conflict with applicable federal and state laws or regulations.

B.   Acceptable Use Policy Defined

An acceptable use of technology policy defines the capabilities and limitations of the use of information technology resources to ensure that these resources are available to all approved users and that the use of technology complies with state and federal laws.

Information technology resources include, but are not limited to, all PASSHE/University owned, operated or licensed hardware, software, computing equipment, systems, networks, applications or programs, data, and devices, that are connected via either a physical or wireless connection regardless of the ownership of the device connected to the network, and any electronic device issued by the System or a university.

C.   Responsibility for Administration

1. An acceptable use of technology policy defines the capabilities and limitations of the use of technological resources to ensure that these resources are available to all approved users and that the use of technology complies with state and federal laws and ensures its consistent application. The assessment is to be done in conjunction with legal counsel.

2. Each University and the System Office shall develop a local IT Acceptable Use policy to ensure that all users of information technology understand and agree to the acceptable use of technology policies before access to PASSHE/University resources is permitted.

D.   Local Acceptable Use policies must include the following language (as appropriate):

1. Purpose: Description of the purpose of the local Acceptable Use Policy along with relevant definitions

2. Acknowledgement: Use of the IT resources is a privilege and signifies agreement to comply with this policy. Users are expected to acknowledge the policy to act responsibly and follow the policies and any applicable laws related to the use of IT resources.

3. Responsibilities: Listing of responsibilities for users while being provided access to IT resources and a description of acceptable and unacceptable uses of those IT resources. The policy should also describe processes to follow in the event of loss, theft or potential incident.

4. Privacy: While PASSHE/University recognizes the role of privacy in institutions of higher learning and will endeavor to honor that ideal, there is no expectation of privacy of information stored on or sent through PASSHE/University-owned IT resources, except as required by law.

5. Access: Describe how PASSHE/Universities will enable access to IT Resources in a manner that strives to be inclusive.

6. Reporting: Describe or reference the process to be followed if a user believes the local Acceptable Use Policy is not being followed or has further questions.